

EXECUTIVE SECRETARIAT

Routing Slip

Executive Registry

75-2516

| TO: | | ACTION | INFO | DATE | INITIAL |
|----------|-----------|-------------------------------------|------|------|---------|
| 1 | DCI | <input checked="" type="checkbox"/> | | | |
| 2 | DDCI | <input checked="" type="checkbox"/> | | | |
| 3 | S/MC | <input checked="" type="checkbox"/> | | | |
| 4 | DDS&T | <input checked="" type="checkbox"/> | | | |
| 5 | DDI | <input checked="" type="checkbox"/> | | | |
| 6 | DDA | <input checked="" type="checkbox"/> | | | |
| 7 | DDO | <input checked="" type="checkbox"/> | | | |
| 8 | D/DCI/IC | | | | |
| 9 | D/DCI/NIO | | | | |
| 10 | GC | <input checked="" type="checkbox"/> | | | |
| 11 | LC | | | | |
| 12 | IG | <input checked="" type="checkbox"/> | | | |
| 13 | Compt | <input checked="" type="checkbox"/> | | | |
| 14 | D/Pers | | | | |
| 15 | D/S | | | | |
| 16 | DTR | | | | |
| 17 | Asst/DCI | | | | |
| 18 | AO/DCI | | | | |
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| 22 | | | | | |
| SUSPENSE | | Date | | | |

Remarks:

For discussion at a future Management
Committee meeting.

MCA-9718

Executive Secretary

30 May 1975

Date

CAREER MANAGEMENT OF CLERICAL EMPLOYEES

ADMINISTRATIVE INTERNAL USE ONLY

Approved For Release 2006/02/07 : CIA-RDP92-00420R000400010019-9

13 MAY 1975

MEMORANDUM FOR: Secretary, CIA Management Committee

SUBJECT : Career Management of Clerical Employees (MCA-97)

REFERENCE : Minutes of CIA Management Committee Meeting,
11 September 1974

1. We have thoroughly considered the pros and cons of establishing a Directorate-wide clerical career service panel as requested in paragraph 2.b.(3) of reference and have concluded that career management of clerical employees can most effectively be accomplished at the office level supplemented by Directorate policy and programs where appropriate.

2. Following the Management Committee's recommendation that the grade pattern system continue as a guide in determining secretarial pay level, a survey of GS-7 and above positions was conducted within the DDS&T which resulted in a recommendation to the Office of Personnel for the upgrading of one secretarial position in OTS.

3. Within the DDS&T, clerical employees have been affected by several aspects of the recently published DDS&T Personnel Management Employee Handbook. Directorate policy regarding all employees has been established in the following areas: fitness reports; promotion; surplus personnel; career counseling; career preferences and planning; grievances; and awards. Other aspects of career management of clerical employees are being considered as part of a follow-on implementation of the PASG. Included in this is consideration of the establishment of career panels for clerical employees (one DDS&T office has such a panel). Clerical vacancies are generally filled from among qualified employees within each office. Where no qualified candidate exists, a vacancy notice is circulated throughout the Directorate.

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4. In addition to activities relating to career management within the clerical field, the DDS&T has placed emphasis on creating opportunities for qualified clerical personnel to advance into semi-professional and professional careers. One office has a well-established formal upward mobility program. Other offices have implemented several approaches for facilitating such moves. Progress is being made toward the goal of a formal upward mobility program in every office. Once these programs are established, consideration will be given to opening each program for applicants throughout the Directorate. Our Scientific and Technical Management Advisory Panel (STMAP) has submitted a very comprehensive proposal for new career opportunities for non-professional personnel in the Directorate. If implemented, it will be a Directorate-wide upward mobility program managed at the Directorate level. Additionally, we will soon commence a personnel career management program for all S&T records management and registry employees. This will be at the Directorate level and we believe is the only one of its kind in the Agency although the DDO is in the process of inaugurating a similar program.

5. While some inequities may remain in the relative pay and advancement opportunities within the secretarial field, we feel we are moving in the right direction and the career management of our secretaries and other non-professionals is now a continuing and viable program.

STAT

Chief, Administrative Support Staff
DD/S&T